

Quota – Time Quota Compensation (Buyout)


Transaction Code:
PA30

| | |
|-----------------------|---|
| Purpose | Use this procedure to create a buyout of time wage types. |
| Trigger | Perform this procedure when you need to pay the employee one or more of their time wage types. Examples: Compensatory Time, Sick Leave, Annual Leave. |
| Prerequisites | The must be Time Quotas setup on an employee before you can pay them on <i>Time Quota Compensation</i> (0416). |
| End User Roles | In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Supervisor, Payroll Analyst, Leave Correction Processor |










| Change History | Change Description |
|----------------|--------------------|
| 12/13/2004 | Procedure created. |
| 1/18/2007 | Updates and edits. |

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

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| Helpful Hints | <p>Use this procedure for buyouts during an employee's separation or the annual buyout process.</p> <ul style="list-style-type: none"> Only one buyout can be processed during the Separation Action (PA40). In the event there is more than one type of leave that needs to be paid out, access the <i>Time Quota Compensation</i> infotype to process additional buyouts. Special tax handling is used for sick leave buyout and lump sum payments. These types of buyouts do not require separation from the State. Use the <i>Additional Payments</i> infotype (IT0015) for lump sum payments. <div style="display: flex; align-items: center;">  <p>For the sick leave buyout process that occurs annually, the maximum buyout is 96 hours. There is no limit for other forms of buyout.</p> </div> |
|----------------------|---|

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


| Message Type | Description |
|---|--|
| Error  | Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed. |
| Warning  | Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed. |
| Confirmation  or  | Example:  Save your entries. Action: Perform the required action to proceed. |

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Personnel no | R | This is the employee's unique identifying number. Example: 40000171 |

3. Select the **Time Recording** tab to select.
4. Select the blue box to the left of **Time Quota Compensation** to select.
5. Click  (Create) to create a new record.


Subtypes for infotype "Time Quota Compensation" (1) 12 Entries Found

Restrictions

✓ ✕ H H * ? Print

| ESG | PSG | Comp.meth. | Description |
|-----|-----|------------|---------------------------|
| 2 | 10 | 1000 | Free compensation |
| 2 | 10 | 1001 | Vacation Payout |
| 2 | 10 | 1002 | Sick time payout |
| 2 | 10 | 1003 | Personal Time Off payout |
| 2 | 10 | 1004 | Floating Holiday payout |
| 2 | 10 | 1005 | Overtime Comp Time Payout |
| 2 | 10 | 9001 | Sick Leave Buyout - Ret |
| 2 | 10 | 9002 | Sick Leave Buyout -NonRet |
| 2 | 10 | 9003 | Annl Leave Buyout |
| 2 | 10 | 9004 | Annl Leave Buyout - PERS1 |
| 2 | 10 | 9005 | Annl Leave Buyout - WSP1 |
| 2 | 10 | 9006 | Comp Time Buyout |

12 Entries Found

6. Click the appropriate buyout subtype.
7. Click  (Copy) to accept.

8.

Create Time Quota Compensation (0416)

Personnel No. 40000171 Name Smith Brock
 PersArea 3052 Washington Veterans Home EESubgroup 06 Permanent
 PSubarea 00 Veterans Home EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 01/01/2007
 Comp. method 1000 Free compensation



Compensation specifications
 Time quota type
 Compensation rule
 No. to compensate
☐ Do not account


Compensation using default ☒
 Manual compensation ☐


Absence quotas

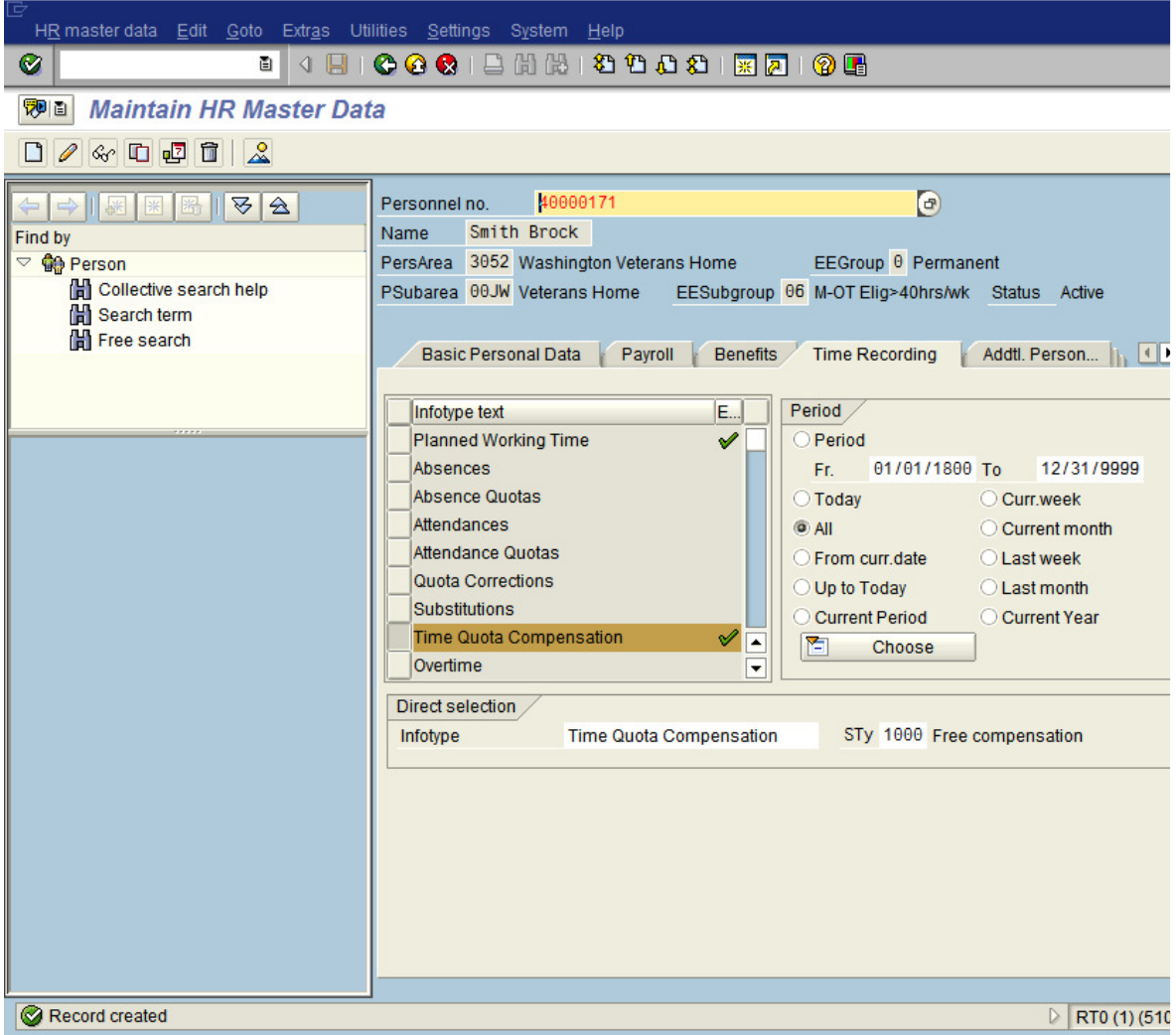
| ATy | Quota text | Entitl. | Unit | Comp. | Rem. | WT | Amount | Curr... |
|-----|-----------------------|-----------|-------|---------|-----------|----|--------|---------|
| 30 | Sick Leave | 68.00000 | Hours | 0.00000 | 68.00000 | | 0.00 | |
| 31 | Annual Leave/Vacation | 119.46667 | Hours | 0.00000 | 119.46667 | | 0.00 | |
| 90 | Sick Leave Conversion | 48.00000 | Hours | 0.00000 | 16.00000 | | 0.00 | |
| 90 | Sick Leave Conversion | 44.00000 | Hours | 0.00000 | 44.00000 | | 0.00 | |

9. Complete the following fields:


| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Start | R | This is the date on which a record begins. Example: 11/08/2004 |
| Time quota type | R | It is a record that holds the amount of quota to which an employee is entitled. Example: Sick Leave or 30 |
| No. to Compensate | R | This allows the user to enter the number of hours or days of a quota type to be paid out to an employee. Example: 100  For annual sick leave, the maximum buyout is 96 hours. There is no limit for other forms of buyout. |
| Manual Compensation | O | In special circumstances, when employees have to be compensated for their Leave Quota, manual compensation are used to pay them off with special wage types using free compensation method '1000' in Infotype 0416.  This button only appears if Free compensation was previously selected, use WT – 1398 and enter the amount to compensate. |


10. Click  (Enter) to validate the information.

11. Click  (Save) to save your entries.

12. 



The system displays the message, " Record created".

13. Click  (Enter) to validate the information.

14. Click  (Save) to save.

15. You have completed this transaction.

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| Results |
| You have successfully compensated an employee for eligible leave. |
| Comments |
| None. |